



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS COMMAND, WARRIOR BRIGADE**  
Joint Readiness Training Center and Fort Polk  
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AFZX-HC-CO

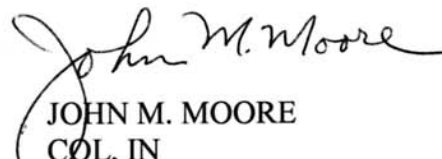
1 January 2006

**MEMORANDUM FOR Warrior Brigade**

**SUBJECT: Policy Letter 1-1, Open Door Policy**

1. All soldiers in Warrior Brigade must recognize that the chain of command is the first source of help for any problems. Your first line leader, usually your squad leader or section leader, is the first person to see if you require assistance.
2. If for some reason your first line supervisor cannot assist you with the problem or if you are not comfortable discussing your particular situation with him or her, use the next echelon of your chain of command - platoon leader, company commander, battalion commander, and then myself.
3. I am always accessible to speak with any soldier in the brigade about a problem. Call or stop by the Brigade Headquarters and ask to see me on the open door policy. The phone number is 531-2263. If I'm not immediately available, you'll be given a time to return when I will be in the office.
4. The chain of command will ensure all Soldiers are aware of this policy and that it is posted in the unit areas.

**"WARRIORS!"**

  
JOHN M. MOORE  
COL, IN  
Commanding